

Guidance on Accommodation and Welfare for Staff and Labor

June 19, 2018



Table of Contents

This guidance on accommodation or welfare facilities for staff and labor is derived from the following primary source:

- [“Workers’ accommodation: processes and standards A guidance note by IFC and the EBRD”](#), August 2009. (PDF)

When accommodation or welfare facilities are provided to Contractor’s Personnel or Employer’s Personnel, the Contractor shall put in place and implement policies on the quality and management of such accommodation and the provision of such welfare facilities.

The following is understood with regard to the quality of such accommodation and welfare facilities:

1. Minimum space:
 - a. All sites shall be adequate in size to prevent overcrowding of necessary structures
 - b. Each room used for sleeping purposes shall contain at least 4-5.5 square meters floor space for each occupant. At least a 2.10 meter ceiling shall be provided
 - c. For sleeping facilities, a separate bed shall be provided for each person and shift sleeping should be avoided. Beds should have a space of at least 1 meter between them
 - d. In collective sleeping rooms, occupancy should be limited to a range of 2-8 people; separate facilities should be provided for men and women
 - e. Storage for personal belongings should be provided; depending on worksite hazards, personal protective equipment (PPE) should be stored away from sleeping and eating facilities
2. Sanitary and washing facilities:
 - a. Sanitary and washing facilities shall be designed to provide adequate privacy; such facilities shall not be shared between men and women, except in family accommodation
 - b. Toilets, handwashing basins and shower facilities should be conveniently located to work sites and sleeping facilities; an adequate number of each should be provided in the range of 1 unit per 6-15 persons
3. Supply of water:
 - a. A conveniently accessible free source of potable water shall be provided, with sufficient resources for each person’s drinking, cooking, bathing, and laundry needs
 - b. Depending on climate, weather conditions and accommodations standards, 80-180 litres of potable water per person per day should be available
4. Sewage and garbage disposal systems:
 - a. Wastewater, sewage, food and any other waste materials shall be adequately discharged in a manner that will not cause any significant impacts on camp residents, the biophysical environment or surrounding communities
 - b. Specific containers for rubbish collection should be provided and emptied on a regular basis
5. Protection against heat and cold:
 - a. For facilities located in cold weather zones, the temperature shall be kept at a level of around 20 degrees Celsius notwithstanding the need for adequate ventilation

- b. For facilities located in hot weather zones, adequate ventilation and/or air conditioning systems shall be provided
- 6. Protection against the environmental or operational impacts of the worksite:
 - a. Accommodation and welfare facilities should be sited sufficiently far away from worksites so as to protect against impacts such as noise, emissions or dust
 - b. Facilities shall be constructed to a standard so as to protect occupants against worksite hazards such as noise, emissions or dust
- 7. Protection against natural hazards and elements:
 - a. Living facilities should be sited in areas that are not subjected to known periodic natural hazards such as strong wind, fires, and/or floods
 - b. Every facility shall be constructed in a manner that will provide protection against the elements
- 8. Cooking and storage facilities:
 - a. Cooking facilities should be kept in a clean and sanitary condition with designated areas for food preparation to permit good food hygiene practices, including protection against contamination between and during food preparation
 - b. If personnel can cook their own meals, kitchen space should be provided separate from sleeping areas
- 9. Natural and artificial lighting:
 - a. Both natural and artificial lighting should be provided and maintained in living facilities. It is best practice that the window area represents not less than 5% to 10% of the floor area. Emergency lighting should be provided

With regard to adequate management of such accommodation and welfare facilities, all facilities should be built using adequate materials and should always be kept in good repair, clean and free from rubbish and other refuse. All reasonable precautions should be employed to maintain the safety and health of the Contractor's Personnel and Employer's Personnel.

The accommodation and welfare facilities shall be provided in a manner consistent with the principles of non-discrimination and equal opportunity. Accommodation arrangements shall not restrict freedom of movement or of association, with the exception of those cases in which separate facilities are provided for men and women.